

CITY COUNCIL AGENDA ITEM COVER MEMO

Agenda Item Number: _____

Meeting Type: Regular

Meeting Date: 07/09/2015

Action Requested By: Police

Agenda Type: Resolution

Subject Matter:

FY 2015 Edward Byrne Memorial Justice Assistance Grant (JAG) Program grant application.

Exact Wording for the Agenda:

Resolution authorizing the Mayor to enter into an Agreement between the City of Huntsville and the U.S. Department of Justice for the FY 2015 Edward Byrne Memorial Justice Assistance Grant.

Note: If amendment, Please state title and number of the original

Item to be considered for: Action

Unanimous Consent Required: No

Briefly state why the action is required; why it is recommended; what council action will provide, allow and accomplish and; any other information that might be helpful.

Grant application in the amount of \$153,308, to be split with the Madison County Commission at the ratio of 50/50 (\$76,654.00 for the Huntsville Police Dept. and \$76,654.00 for the Madison County Commission). Grant funds awarded to Huntsville Police Dept. will be used for the purchase of Body Worn Cameras.

Associated Cost: _____

Budgeted Item: Not Applicable

MAYOR RECOMMENDS OR CONCURS: _____

Department Head: *Leno Morris*

Date: 06/22/2015

ROUTING SLIP CONTRACTS AND AGREEMENTS

Originating Department: Police

Council Meeting Date: 7/9/2015

Department Contact: Tamara Doyle

Phone # (256) 427-7130

Contract or Agreement: Grant application for FY 2015 Edward Byrne Memorial Justice Assistance Gra...

Document Name:

City Obligation Amount:

Total Project Budget: \$ 153,308.00

Uncommitted Account Balance:

Account Number:

Procurement Agreements

<u>Select...</u>	<u>Select...</u>
------------------	------------------

Grant-Funded Agreements

<u>Federal Justice</u>	Grant Name: <u>FY 2015 Edward Byrne Memorial Justice Assistance Grant (JAG)</u>
-------------------------------	---

Department	Signature	Date
1) Originating	<i>Benji Morris</i>	<i>6/29/15</i>
2) Legal	<i>Mary Clates</i>	<i>6/29/2015</i>
3) Finance <i>OC</i>	<i>RJL</i>	<i>6/24</i>
4) Originating		
5) Copy Distribution		
a. Mayor's office (1 copies)		
b. Clerk-Treasurer (Original & 2 copies)		

RESOLUTION NO. 15- _____

WHEREAS, the City of Huntsville has executed all procedural requirements for a grant to fund the purchase of equipment for police vehicles to be used by the Huntsville Police Department; and

WHEREAS, these funds have already been allocated specifically for use by the Huntsville Police Department, by the U.S. Department of Justice, in the amount of \$153,308.00; and

WHEREAS, the funds allocated will be split with the Madison County Commission at the ratio of 50/50, with \$76,654.00 being awarded to the Huntsville Police Department and \$76,654.00 being awarded to the Madison County Commission; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huntsville, Alabama that the Mayor is authorized to execute the grant application and special conditions documents on behalf of the City of Huntsville with the U.S. Department of Justice for the award of funding for the FY 2014 Edward Byrne Memorial Justice Assistance Grant Program consisting of twenty-seven (27) pages attached hereto and identified as "FY 2015 Edward Byrne Memorial Justice Assistance Grant Program between the City of Huntsville, Alabama, and the United States Department of Justice"; and

BE IT FURTHER RESOLVED that in the event that such grant is awarded, the Mayor of the City of Huntsville, Alabama, is hereby authorized, requested, and directed, on behalf of the City of Huntsville, Alabama, to enter into such grant agreement with the U.S. Department of Justice, and to submit such supporting and collateral materials as required.

ADOPTED this 9th day of July, 2015.

President of the City Council of
the City of Huntsville, Alabama

APPROVED this 9th day of July, 2015.

Mayor of the City of Huntsville,
Alabama



BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ

[Application](#)[Correspondence](#)

Switch to ... ▾

Review SF-424 [Print a Copy](#)**Application Handbook**[Overview](#)[Applicant Information](#)[Project Information](#)[Budget and Program Attachments](#)[Assurances and Certifications](#)[Review SF 424](#)[Submit Application](#)[Help/Frequently Asked Questions](#)[GMS Home](#)[Log Off](#)

APPLICATION FOR FEDERAL ASSISTANCE	2. DATE SUBMITTED June 22, 2015	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION		
Legal Name City of Huntsville	Organizational Unit City of Huntsville	
Address 308 Fountain Circle Huntsville, Alabama 35801-0308	Name and telephone number of the person to be contacted on matters involving this application Doyle, Tamara (256) 427-7130	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 63-6001302	7. TYPE OF APPLICANT Municipal	
8. TYPE OF APPLICATION New	9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.738 CFDA: EDWARD BYRNE MEMORIAL JUSTICE TITLE: ASSISTANCE GRANT PROGRAM	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Technology Implementation and Upgrades	
12. AREAS AFFECTED BY PROJECT Huntsville, Alabama (Madison County, Alabama)		
13. PROPOSED PROJECT Start Date: October 01, 2014 End Date: September 30, 2018		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project AL05
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review
Federal	\$153,308	
Applicant	\$0	
State	\$0	
Local	\$0	

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
Program Income	\$0	
TOTAL	\$153,308	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.

Continue

Mayor of the City of Huntsville, Alabama

Date

BJA FY 15 Edward Byrne Memorial Justice Assistance
Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ

[Application](#)[Correspondence](#)

Switch to ... ▾

Application Handbook**Assurances and Certifications**[Overview](#)

To the best of my knowledge and belief, all data in this application/preapplication is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.

[Applicant
Information](#)[Project Information](#)

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

[Budget and
Program
Attachments](#)[Assurances and
Certifications](#)

1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

[Review SF 424](#)[Submit Application](#)

If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

[Help/Frequently
Asked Questions](#)[GMS Home](#)[Log Off](#)

*Prefix	Mr.
Name Prefix:(Other)	
*First Name	Tommy
Middle Initial (if any)	
*Last Name	Battle
Suffix	
Name Suffix:(Other)	
*Title	Mayor
*Address Line 1	308 Fountain Circle
Address Line 2	
*City	Huntsville
County	Madison
*State	Alabama
*Zip Code	35801-0308
*Phone	256-427-5000 Ext :
Fax	256-427-6773
*E-mail	tommy.battle@huntsvilleal.gov
<input type="checkbox"/> I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the	

appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Continue



BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ...



Application Handbook

Budget and Program Attachments

[Overview](#)

This form allows you to upload the Budget Detail Worksheet, Program Narrative and other Program attachments. Click the Attach button to continue.

[Applicant Information](#)
[Project Information](#)
[Budget and Program Attachments](#)
[Assurances and Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

ABSTRACT.docx
PROGRAM NARRATIVE JAG.docx
BUDGET DETAIL & NARRATIVE.docx
DISCLOSURE OF HIGH RISK STATUS.docx
REVIEW NARRATIVE.pdf
MOU explanation.docx
DISCLOSURE OF PENDING APPLICATIONS.docx
ACCOUNTING SYS & FINANCIAL CAPABILITY QUESTIONNAIRE.pdf
FINANCIAL STATEMENT-AUDIT.pdf

Your files have been successfully attached, but the application has not been submitted to OJP. Please continue with your application.



BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ...



Application Handbook

Project Information

[Overview](#)
[Applicant Information](#)
[Project Information](#)
[Budget and Program Attachments](#)
[Assurances and Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

Descriptive Title of Applicant's Project		
Technology Implementation and Upgrades		
Areas Affected by Project		
Huntsville, Alabama (Madison County, Alabama)		
Proposed Project		
	*Start Date	October/ 01/ 2014
	*End Date	September/ 30/ 2018
*Congressional Districts of		
	Project	Congressional District 05, AL
*Estimated Funding		
Federal	\$153308.00	
Applicant	\$0.00	
State	\$0.00	
Local	\$0.00	
Other	\$0.00	
Program Income	\$0.00	
TOTAL	\$153308.00	

[Continue](#)



BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ...

Application Handbook

Applicant Information

[Overview](#)
[Applicant Information](#)
[Project Information](#)
[Budget and Program Attachments](#)
[Assurances and Certifications](#)
[Review SF 424](#)
[Submit Application](#)
[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

*Is the applicant delinquent on any federal debt	No
*Employer Identification Number (EIN)	63-6001302
*Type of Applicant	Municipal
Type of Applicant (other):	
*Organizational Unit	City of Huntsville
*Legal Name (Legal Jurisdiction Name)	City of Huntsville
*Vendor Address 1	308 Fountain Circle
Vendor Address 2	
*Vendor City	Huntsville
Vendor County/Parish	Madison
*Vendor State	Alabama
*Vendor ZIP	35801-0308
Point of Contact Information for matters involving this application	
Contact Prefix:	Mrs.
Contact Prefix (Other):	
Contact First Name:	Tamara
Contact Middle Initial:	
Contact Last Name:	Doyle
Contact Suffix:	
Contact Suffix (Other):	
Contact Title:	Police Grant Manager
Contact Address Line 1:	308 Fountain Circle
Contact Address Line 2:	
Contact City:	Huntsville
Contact State:	Alabama

Contact Zip Code:	35801-0308
Contact Phone Number:	(256) 427-7130
Contact Fax Number:	(256) 427-6773
Contact E-mail Address:	tamara.doyle@huntsvilleal.gov

Continue



BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation

2015-H3999-AL-DJ


[Application](#)
[Correspondence](#)

Switch to ...

Application Handbook

Overview

[Overview](#)
[Applicant Information](#)
[Project Information](#)
[Budget and Program Attachments](#)
[Assurances and Certifications](#)
[Review SF 424](#)
[Submit Application](#)

This handbook allows you to complete the application process for applying to the BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation. At the end of the application process you will have the opportunity to view and print the SF-424 form.

*Type of Submission	Application Non-Construction
*Type of Application	New If Revision, select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	N/A Program has not been selected by state for review

[Help/Frequently Asked Questions](#)
[GMS Home](#)
[Log Off](#)

ABSTRACT

Applicant Name: City of Huntsville, Alabama
Title of Project: Technology Implementation & Upgrades

The City of Huntsville, Alabama has been certified as being a disparate jurisdiction. Therefore, the funds will be distributed as follows: Huntsville Police Dept. (\$76,654.00); Madison County Commission (\$76,654.00).

The City of Huntsville, Alabama will serve as the fiscal agent for all funds awarded.

The agencies listed above intend to utilize the FY 2015 Edward Byrne Memorial Justice Assistance Grant for various reasons. The goals of each agency are:

- 1) Provide funding for Body-Worn Camera Systems to be deployed within the Huntsville Police Department
- 2) Provide funding for necessary equipment purchases within the Madison County Sheriff's Department
- 3) Provide funding for the Computer Forensics Investigator position within the Madison County District Attorney's Office

Each agency listed above will be financially responsible for all individual purchases. However, coordination for reimbursement/payments will be made through the Huntsville Police Dept. Grant Manager.

FY 2015 JAG Project Identifiers

- 1) Body-Worn Cameras
- 2) Equipment General
- 3) Internet Crime
- 4) Officer Safety
- 5) Less than Lethal

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **ABSTRACT.docx**.

Close

PROGRAM NARRATIVE

The City of Huntsville Alabama will be distributing the FY 2015 JAG Program funds as follows:

City of Huntsville, Alabama	\$ 76,654.00	(Huntsville Police Department)
Madison County Commission	\$ 76,654.00	(District Attorney Office and Sheriff's Office)

The City of Huntsville, Alabama Police Department will be concentrating on continuing our "Law Enforcement Technology Improvement Program" by utilizing the funds in this FY 2015 JAG Program to address one issue: Purchase of Body-Worn Camera Systems.

Currently, the Huntsville Police Department does not utilize body-worn cameras. The 2015 JAG funds will allow us to begin the process of purchasing the necessary equipment to eventually outfit all our officers with body-worn camera systems.

The implementation of body-worn camera systems not only helps law enforcement from a technology aspect with criminal investigations; but, will also allow us to build better relationships with all areas of the community. The Huntsville Police Department's primary goal with the implementation of body worn cameras is to foster transparency and accountability while protecting the civil liberties and privacy interests of all those involved.

Due to the complexity and significant impact of this project, Huntsville Police Department has already established a Project Team that will manage every aspect of the implementation process. This team consists of (2) Police Captains, (2) Information Technology managers, (1) Information Technology Communications Specialist, (1) City of Huntsville Attorney, and (2) line level patrol officers.

Prior to deployment of these camera systems, policies and tracking mechanisms will be established that are similar to the Department of Justice, COPS Office Body Worn Camera Tool-Kit. These policies will address many issues, including but not limited to: interaction of statutes, constitutional provisions, and legal decisions interpreting the obligations of law enforcement as related to BWC's; reviews of municipal ordinances regarding digital evidence to ensure compliance with state and federal laws; and comprehensive development of law enforcement policies and municipal laws that balance requirements of the Alabama Open Records Act and Freedom of Information Act with state and federal constitutional privacy protection.

The City of Huntsville Police Department will accomplish expected outcomes of this project through three (3) critical areas: 1) Planning: Managing expectations, financial considerations, legal and privacy considerations, policy and training, and community involvement; 2) Implement: Test and review various devices; and 3) Monitor and Control: Evaluate purchases and policies and make changes in areas of necessity.

The Madison County District Attorney's Office will be concentrating on expanding their Investigation Division by adding a computer forensics lab. The funds provided by the FY 2015 JAG Program will be utilized for salary and benefits to hire an investigator to specialize in Computer Forensics within this Investigation Division.

With the rising volume of cases involving the internet, social media, and computer based crimes, the Madison County District Attorney's Office wishes to hire an Investigator who specializes in computer forensics. This Investigator will have the knowledge to retrieve information stored on personal computers, the ability to monitor activity, and communicate with other specialists in this area to build cases for prosecution. This division will assist prosecutors in preparation for court and provide information that is not available at this time; making a positive impact on their caseload.

The Madison County Sheriff's Office will be concentrating on maintaining their "Law Enforcement Equipment Enhancement Program" by utilizing the funds in this FY 2015 JAG Program to purchase forty (40) X26P Taser's, extended batteries, and X26P Taser holsters.

The Madison County Sheriff's Office has currently deployed 82 electronic control device weapons. The objective of this project is to replace forty of the older electronic control weapons that are currently issued to sworn personnel. Some are not repairable due to cost and some need to be taken out of service due to age. This purchase will continue to provide Deputies with a less lethal option that permits personnel to gain control over suspects with less risk of injury to the suspects or Deputies.

Agencies deploying electronic control weapons have consistently reported a significant reduction in officer injuries, suspect injuries, and total uses of force. The Madison County Sheriff's Office favors the use of electronic control weapons because they allow the Deputy to gain control over suspects without having to use hand-to-hand restraint techniques, OC spray, or batons.

The 2015 JAG funds will allow the Madison County Sheriff's Office to purchase necessary equipment they otherwise would not be able to purchase due to budget constraints.

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **PROGRAM NARRATIVE JAG.docx**.

Close

BUDGET DETAIL & NARRATIVE WORKSHEET

A. Personnel-

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Criminal Investigator	\$ 2,154.00 x 13 pay periods	\$ 28,002.00
SUB-TOTAL		<u>\$ 28,002.00</u>

B. Fringe Benefits-

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employers FICA	\$28,002.00 x 7.65%	\$ 2,153.00
Retirement	\$28,002.00 x 11.2%	\$ 3,136.00
Workman's Comp	\$28,002.00 x 5.14%	\$ 1,439.00
Unemployment Comp	\$28,002.00 x 1.24%	\$ 347.00
Health Insurance	\$500.00 x 6.5 months	\$ 3,250.00
SUB-TOTAL		<u>\$ 10,325.00</u>
<u>Total Personnel & Fringe Benefits</u>		<u>\$ 38,327.00</u>

Narrative: The District Attorney's Office wishes to expand its Investigation Division by hiring an Investigator to specialize in Computer Forensics. This Investigator will have the knowledge to retrieve information stored on personal computers, the ability to monitor activity and communicate with other specialists in this area to build cases for prosecution, and assist prosecutors in their preparation for court. These funds will be utilized to reimburse the Madison County District Attorney's Office for the employees' salary and fringe benefits.

C. Travel-

TOTAL	<u>\$ 0.00</u>
--------------	-----------------------

D. Equipment-

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
BWC Video Storage Server	\$26,654.00 x 1	\$ 26,654.00
Body Worn Camera Systems	\$1,000.00 x 50	\$ 50,000.00
Tasers (including holster & battery)	\$891.32 x 40	\$ 38,327.00
TOTAL		<u>\$114,981.00</u>

Narrative: The Huntsville Police Department will purchase body worn camera/video systems that will be worn by each officer. These video systems allow officers to record all interactions they have with citizens while on duty. They will also purchase a video storage server that will be used to store and maintain video obtained from the body-worn camera systems.

The Madison County Sheriff's Dept. will purchase tasers (including taser holsters and batteries) to replace forty (40) of their older Electronic Control Devices that are currently issued to deputies. This purchase will continue to provide deputies with a less lethal option that permits personnel to gain control over suspects with less risk of injury to the suspects or the Deputies.

E. Supplies

TOTAL \$ 0.00

F. Construction

TOTAL \$ 0.00

G. Consultant/Contracts

TOTAL \$ 0.00

H. Other Costs

TOTAL \$ 0.00

I. Indirect Costs

TOTAL \$ 0.00

Budget Summary

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	<u>\$ 28,002.00</u>
B. Fringe Benefits	<u>\$ 10,325.00</u>
C. Travel	<u>\$ 0.00</u>
D. Equipment	<u>\$ 114,981.00</u>
E. Supplies	<u>\$ 0.00</u>
F. Construction	<u>\$ 0.00</u>
G. Consultants/Contracts	<u>\$ 0.00</u>
H. Other	<u>\$ 0.00</u>
Total Direct Costs	<u>\$ 153,308.00</u>
I. Indirect Cost	<u>\$ 0.00</u>
<u>TOTAL PROJECT COSTS</u>	<u>\$ 153,308.00</u>

Federal Request \$ 153,308.00

Non-Federal Amount \$ 0.00

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **BUDGET DETAIL & NARRATIVE.docx**.

Close

DISCLOSURE OF HIGH RISK STATUS

The City of Huntsville, Alabama has not been designated "high risk" by any federal grant making agency.

The Madison County Commission, Madison County, Alabama has not been designated "high risk" by any federal grant making agency.

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **DISCLOSURE OF HIGH RISK STATUS.docx**.

Close

Huntsville Police Department
City of Huntsville
P. O. Box 2085
Huntsville, AL 35804

COMMISSION ON ACCREDITATION
FOR LAW ENFORCEMENT AGENCIES



May 20, 2015

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

To Whom It May Concern:

I, Tommy Battle, Mayor of the City of Huntsville, Alabama, certify that I have reviewed the FY 2015 Edward Byrne Memorial Justice Assistance Grant application being submitted by the Huntsville Police Department on behalf of the City of Huntsville, Alabama.

I understand that our jurisdiction has been certified as disparate by the Director of BJA, and therefore, the City of Huntsville will be dividing the FY 2015 Edward Byrne Memorial Justice Assistance Grant award as follows: City of Huntsville will receive \$76,654.00, and the Madison County Commission will receive \$76,654.00.

I also certify that the detailed information regarding the City of Huntsville's FY 2015 Edward Byrne Memorial Justice Assistance Grant application has been published on the Huntsville Police Department's webpage. This announcement has allowed the citizens of the City of Huntsville the opportunity to comment on this grant solicitation.

Mayor Tommy Battle

A Future on the Horizon
Huntsville

Tommy Battle, Mayor

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **REVIEW NARRATIVE.pdf**.

Close

The City of Huntsville, AL is currently in the process of obtaining all necessary signatures on the Memorandum of Understanding. This document will be submitted at a later date.

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **MOU explanation.docx**.

Close

APPLICANT DISCLOSURE OF PENDING APPLICATIONS

The City of Huntsville, Alabama does have a pending application that was submitted within the last twelve (12) months for a federally funded grant or sub-grant (including cooperative agreements) that includes a request for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Federal Funding Agency: Department of Justice Bureau of Justice Assistance
Solicitation Name: Body-Worn Camera Pilot Implementation Program, FY2015
Competitive Grant Announcement

The Madison County Commission, Madison County, Alabama does not have pending applications submitted within the last twelve (12) months for federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **DISCLOSURE OF PENDING APPLICATIONS.docx**.

Close



**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
ACCOUNTING SYSTEM AND FINANCIAL CAPABILITY QUESTIONNAIRE**

SECTION A: PURPOSE

The financial responsibility of grantees must be such that the grantee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria as outlined in the OJP Financial Guide.

- (1) Accounting records should provide information needed to adequately identify the receipt of funds under each grant awarded and the expenditure of funds for each grant.
- (2) Entries in accounting records should refer to subsidiary records and/or documentation which support the entry and which can be readily located.
- (3) The accounting system should provide accurate and current financial reporting information.
- (4) The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

SECTION B: GENERAL

1. If your firm publishes a general information pamphlet setting forth the history, purpose and organizational structure of your business, please provide this office with a copy; otherwise, complete the following items:

a. When was the organization founded/incorporated (month, day, year) 12/09/1811	b. Principle officers Tommy Battle	Titles Mayor
c. Employer Identification Number: 636001302	Mark Russell	City Council President
d. Number of Employees Full Time: 1,918 Part Time: 292	Richard Showers	City Council President Pro-Tem

2. Is the firm affiliated with any other firm: ☐ Yes ☒ No
If "yes", provide details:

3. Total Sales/Revenues in most recent accounting period. (12 months)
\$ 255,124,604.00

SECTION C: ACCOUNTING SYSTEM

1. Has any Government Agency rendered an official written opinion concerning the adequacy of the accounting system for the collection, identification and allocation of costs under Federal contracts/grants? ☐ Yes ☒ No

a. If yes, provide name, and address of Agency performing review:

b. Attach a copy of the latest review and any subsequent correspondence, clearance documents, etc.

Note: If review occurred within the past three years, omit questions 2-8 of this Section and Section D.

2. Which of the following best describes the accounting system: ☐ Manual ☒ Automated ☐ Combination

3. Does the accounting system identify the receipt and expenditure of program funds separately for each contract/grant? ☒ Yes ☐ No ☐ Not Sure

4. Does the accounting system provide for the recording of expenditures for each grant/contract by the component project and budget cost categories shown in the approved budget? ☒ Yes ☐ No ☐ Not Sure

5. Are time distribution records maintained for an employee when his/her effort can be specifically identified to a particular cost objective? ☒ Yes ☐ No ☐ Not Sure

6. If the organization proposes an overhead rate, does the accounting system provide for the segregation of direct and indirect expenses? ☒ Yes ☐ No ☐ Not Sure

7. Does the accounting/financial system include budgetary controls to preclude incurring obligations in excess of:

- | | | | |
|--|---|-----------------------------|-----------------------------------|
| a. Total funds available for a grant? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |
| b. Total funds available for a budget cost category (e.g. Personnel, Travel, etc)? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Not Sure |

8. Is the firm generally familiar with the existing regulation and guidelines containing the cost principles and procedures for the determination and allowance of costs in connection with Federal contracts/grants? ☒ Yes ☐ No ☐ Not Sure

SECTION D: FUNDS CONTROL

1. If Federal grant/contract funds are commingled with organization funds, can the Federal grant funds and related costs and expenses be readily identified?

☒ Yes☐ No☐ Not Sure**SECTION E: FINANCIAL STATEMENTS**

1. Did an independent certified public accountant (CPA) ever examine the financial statements?

☒ Yes☐ No

2. If an independent CPA review was performed please provide this office with a copy of their latest report and any management letters issued.

☒ Enclosed☐ N / A

3. If an independent CPA was engaged to perform a review and no report was issued, please provide details and an explanation below:

SECTION F: ADDITIONAL INFORMATION

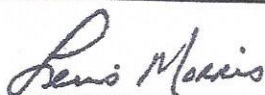
1. Use this space for any additional information (indicate section and item numbers if a continuation)

In reference to the attached audit/financial statements, note that the Single Audit will be published prior to June 30, 2015.

SECTION G: APPLICANT CERTIFICATION

I certify that the above information is complete and correct to the best of my knowledge.

1. Signature



b. Firm Name, Address, and Telephone Number

City of Huntsville, Alabama
308 Fountain Circle
Huntsville, AL 35801

a. Title Chief of Police

SECTION H: CPA CERTIFICATION

The purpose of the CPA certification is to assure the Federal agency that the recipient can establish fiscal controls and accounting procedures which assure that Federal and State/local funds available for the conduct of the grant programs and projects are disbursed and accounted for properly. **If the audit report requested in Section E 2 above is not enclosed, then completion of this section is required.**

1. Signature

b. Firm Name, Address, and Telephone Number

a. Title

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 4 HOURS (OR MINUTES) PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECTS OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO OFFICE OF JUSTICE PROGRAMS, OFFICE OF THE COMPTROLLER, 810-7TH STREET, NW, WASHINGTON, DC 20531; AND TO THE PUBLIC USE REPORTS PROJECT, 1121-7120, OFFICE OF INFORMATION AND REGULATORY AFFAIRS, OFFICE OF MANAGEMENT AND BUDGET, WASHINGTON, DC 20503.

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **ACCOUNTING SYS & FINANCIAL CAPABILITY QUESTIONNAIRE.pdf**.

Close

File Upload Successful

Your file has successfully uploaded; however, your application is not completed. Please continue with your application.

The file name is **FINANCIAL STATEMENT-AUDIT.pdf**.

Close

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE CHIEF FINANCIAL OFFICER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER
RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliance@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

(d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliance@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window



OMB APPROVAL
NUMBER 1121-0140

EXPIRES 03/31/2016

STANDARD ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Accept



**BJA FY 15 Edward Byrne Memorial Justice Assistance
Grant (JAG) Program - Local Solicitation**

2015-H3999-AL-DJ



[Help/Frequently
Asked Questions](#)

[GMS Home](#)

[Log Off](#)

Submit Application

Your application for the BJA FY 15 Edward Byrne Memorial Justice Assistance Grant (JAG) Program - Local Solicitation has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.